



CITY AND COUNTY OF DENVER

Career Service Authority
201 W Colfax Ave, Dept 412, Wellington E. Webb
Municipal Office Building
Denver, CO 80202

<http://www.denvergov.org/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
Strategic Planner (Program Administrator)**

An Equal Opportunity Employer

SALARY

\$46,440.00 - \$74,088.00 Annually

OPENING DATE: 08/03/06

CLOSING DATE: 08/17/06

THE POSITION

The Denver's Urban Area Security Initiative currently has a limited position vacancy for a Strategic Planner to develop and maintain the UASI Emergency Management Plan.

This position is Grant funded and limited until March 2007

JOB RESPONSIBILITIES

This position performs professional level work facilitating the update and development of a new strategic plan for the Denver Urban Area Security Initiative and its partners. This position will work with a variety of jurisdictions and disciplines in the first responder community to address prevention, preparedness, response and recovery issues associated with homeland security. This position will also facilitate the coordination and completion of an updated risk assessment for the Denver metropolitan area. This will require working with federal, state and local officials. Some of the essential duties and responsibilities of the position are as follows: Works with Denver UASI Strategic Planning committee to review, update and enhance the current UASI Strategic Plan; works with current standing committees to identify specific committee strategic planning objectives and current status of meeting objectives; works in assessing current status and assists with keeping committees apprised of their progress in meeting the goals; assists with setting up plans and deadlines to assist in completion of Strategic Plan goals and objectives; facilitates completion of a current risk and vulnerability assessment.

MINIMUM QUALIFICATIONS

Qualified applicants must possess a Baccalaureate Degree in Criminal Justice, Public Administration, Management, Sociology, Psychology, Political Science or a related field; a Masters Degree in the above noted fields is highly desirable. Qualified applicants must also possess three years experience as a First Responder (Police Officer, Firefighter, Emergency Medical Technician, Emergency Management or Military), including one year of risk and vulnerability assessment or planning for emergency response including exercises and review of critical infrastructure. Qualified applicant must have extensive experience in strategic planning and working with diverse groups of people to develop regional capabilities and agreements to formalize regional response. Skill in MS Office is required. A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

ADDITIONAL INFORMATION Applicants must also have a valid driver's license at the time of

application and have a personal vehicle which will be used in the completion of duties and compensated accordingly. Finalists will be subject to a background investigation encompassing employment and criminal history. This position is open only to U.S. citizens and permanent residents and is a grant-funded, limited position subject to extension.

Pay Grade 808A

Education and Experience Rating at time of Application
Supplemental Examination (TBD)

RESUMES MAY BE FILED ONLINE AT:
<http://www.denvergov.org/jobs>

EXAM #00254
STRATEGIC PLANNER (PROGRAM ADMINISTRATOR)
FC